

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Wednesday, June 29, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Steve Ahmann	.....	Chair
	Tim Johnson	.....	Alternate Member
	Denis Anderson	.....	Member
	Shawn Mueseke	.....	Member

Others present: Council Members Ron Christianson and Audrey Nelsen. City Administrator Larry Kruse, Planning and Development Services Director Bruce Peterson, Public Works Director Sean Christensen, Finance Director Steve Okins, WMU Labor Chair Carol Laumer, Shelby Lindrud "West Central Tribune" journalist and Janell Sommers, Administrative Assistant.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

#### Item No. 2      Public Comment (Information)

Carol Laumer, Chair of the Labor Relations Committee of the Willmar Municipal Utilities, updated the Committee on the status of the process to replace General Manager Wes Hompe who is retiring in July. The WMU has contracted with David Drown and Associates to assist with the search. The question was raised by the Committee if there were any changes to the job description and Ms. Laumer indicated there were not and if the Council has any questions to contact her.

#### Item No. 3      Human Resource Director Position (Motion)

City Administrator Larry Kruse presented the information related to the Committee's request to receive various job descriptions within the City that perform human resource functions. Kruse overviewed the three options and asked the Committee for a recommendation to come before the Council for approval of both the Human Resource Director and City Clerk job descriptions to enable them to be scored for compensation and advertised.

The Committee compared the two Human Resource Director job descriptions submitted by Springsted and Administrator Kruse. It was noted the City Clerk position is required by State Statute and City Charter. Administrator Kruse stated that once the Human Resources Director position is established, the HR duties will be transferred over and the treasurer duties will transfer to the Finance Department with the City Clerk being more of a "traditional" Clerk. City Administrator Kruse recommended the Committee approve the Human Resource job description prepared by staff and the more "traditional" City Clerk and proceed with scoring for compensation and advertising.

Council Member Anderson made a motion to approve the Human Resource Director, City Clerk and Finance Director job description and further to proceed with scoring for compensation, advertising and filling the Human Resource Director and City Clerk positions. Council Member Mueske seconded the motion, which carried.

#### Item No. 4      Assessing Update-Permit Technician/Stormwater Compliance Officer (Information)

City Administrator Kruse requested the Committee consider establishing the position and job description of Permit Technician/Stormwater Compliance Officer. Kruse stated that with the elimination of the Assessing Department, it was the City's goal to assist assessing staff in transitioning to the County

Assessing Department, yet none of the three appraisers ended up accepting the County's employment offers. Effective July 5, 2016, Judy Thompson, who has chosen to bump the current Permit Technician position, will begin job training for this position.

City Administrator Kruse informed the Committee City staff has been exploring the possibility of creating a stormwater compliance position and currently the MS4 Stormwater responsibilities for municipal construction projects falls under the Environmental Specialist, yet there is a gap in our system related to private development and insuring compliance with stormwater regulations. It was reported the City has been written up two times in the past week for violations. Staff is proposing the stormwater compliance portion of the position for the remainder of the year would be two-thirds with the remainder of the time assisting the Planning and Development Department and also filling in for a maternity leave from January through April, along with scanning of documents into the new document imaging system. Funding for the position is from the unfilled Engineering Technician for 2016 and from the maternity leave.

Both Planning and Development Services Director Bruce Peterson and Public Works Director Sean Christensen addressed the Committee and answered questions. Public Works Director Christensen spoke of this preventing the domino effect in the bumping process and the prevention of inefficiencies in job expertise due to loss of years of training.

Members of the Committee raised questions of staff and it was their consensus that this item be placed on the next Labor Relations agenda with staff providing additional information such as the cost benefit of the position, more rationale, training costs and a more detailed job description.

A motion was made, seconded and passed to adjourn. The meeting was adjourned at 6:07 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant